

# **Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016 – 18**

## **Terms of Reference:**

Research Associate

## **Duration:**

04 Months Contract or completion of the project, whichever is earlier.

## **Responsibilities:**

1. Indicators:
  - a. Development of additional indicators for all questionnaires
  - b. Review of the indicator mapping for all three questionnaires
  - c. Assist in development of indicator booklet and disseminations
2. Tabulation Plan:
  - a. Review the tabulation plan for all three surveys
3. Manuals:
  - a. Review all training manuals
4. TOT:
  - a. Attend the 14 days training of trainers and review for quality assurance
  - b. Take part in the 2-day pre-testing exercise and 2-day feedback sessions
  - c. Assist in modifications to questionnaires as per the pre-testing and subsequent changes in manuals, indicators & mapping etc.
5. Field Staff Training:
  - a. Attend the assigned field staff trainings to monitor the trainers and review the training.
6. Fieldwork, design and management
  - a. Working with the project team to support the design and piloting of survey instruments, fieldwork protocols, through field visits and data analysis.
  - b. Working with the project team to train the survey and field teams to administer the surveys
  - c. Assisting in supervising the survey and field teams, in particular monitoring the data quality during field work. Visiting the field as required to achieve this.
7. Data management
  - a. Managing data under the project. This may include collection and secure storage of digital files, organization of files, safeguarding backups, and cleaning data for use in analysis.
  - b. Monitoring data quality control procedures.
  - c. Coordinating any data-related questions or concerns with the Field teams and collaborating/implementation partners.
8. Policy Conference
  - a. Assist in the development of preliminary documentation for policy conference
  - b. Develop content and operational plan
  - c. Research potential key note speakers and conduct outreach activities
  - d. Review the submitted abstracts

- e. Any other conference related task assigned by National Consultant
- 9. Assisting the Program Officers with research activities including:
  - a. Managing relationships with local collaborating/implementing partners
  - b. Organizing and participating in project meetings with stakeholders
  - c. Structuring and organizing project activities and documentation
  - d. Planning project activities
  - e. Data analysis and report-writing
  - f. Drafting of any other documentation required by stakeholders of the project.
  - g. Other tasks as assigned by Program Officers

**Deliverables:**

1. Review of indicator mapping
2. Review of tabulation plan
3. Review of training manuals
4. Assist in developing quality assessment templates for monitoring of surveys.
5. Attend the 14-day Training of Trainers.
6. Conduct field pre-testing of survey tools for 2 days
7. Attend the feedback session and develop the report of field pre-testing
8. Oversee the QA Officers to monitor the quality of field staff trainings (each training 18 days held concurrently in three regions)
9. Conduct field visits to monitor survey progress and quality
  - a. Visit the districts as per the plan provided by ESW team
  - b. Send daily field reports
  - c. Identify problems in the fields and recommend solutions
10. Develop a policy brief
11. Assist in conference planning & executions

**Required Qualification:**

Masters' Degree in Economics, Public Policy, Development Planning, Social Policy, Social Sciences, from HEC recognized institution (Hybrid or closely relevant majors will also be considered).

**Required Experience & Skills:**

- Master's degree in economics, International Development, public policy, or a related discipline from an internationally recognized university
- Relevant experience in research/program evaluation, including the design and execution of surveys and interviews in the field
- Demonstrated strong STATA skills, and willingness and ability to learn more at a fast pace.
- Demonstrated knowledge of data management of large datasets as well as data collection, quality checks of data, data entry and presentation of data
- Ability to work closely in a team and take direction
- Willingness to travel to urban or rural locations in Punjab for fieldwork
- Fluent in English and Urdu. Proficiency in Punjabi is desired
- Willingness to take on responsibility as the project progresses Preferred
- Experience with randomized controlled trials (RCTs)